"DAU is key to promoting department-wide strategies and programs to ensure that we have the right acquisition, technology, and logistics workforce skills, capabilities, and tools to support statutory, policy, and warfighter requirements."

Kenneth J. Krieg
Under Secretary of Defense
(Acquisition, Technology, and Logistics)

For DAU Course Info:
visit our Web site:
http://www.dau.mil

Defense Acquisition University
Fort Belvoir, Virginia

Defense Acquisition University

Business, Cost Estimating, and Financial Management Career Track

The Acquisition Community's Learning Resource of Choice!

Business, Cost Estimating, and Financial Management Career Track Certification Training Requirements

Level I Certification

ACQ 101 Fundamentals of Systems Acquisition Management	**Business** Complete two BCF 101 or BCF 102 or BCF 103

Level II Certification

ACQ 201 Parts A&B Intermediate Systems Acquisition Course	**BCF 205** Complete one* BCF 101 or BCF 102 or BCF 103

*Not previously taken

Plus Complete one
BCF 203•BCF 204•BCF 211

Level III Certification

BCF 301
Business, Cost Estimating, and
Financial Management Workshop

ACQ 101–Fundamentals of Systems Acquisition Management
• Concepts/knowledge-based
• Introduction to policy, business, and technical areas of systems acquisition
• Target: civilians GS-5/9, military officers O1-O3
• 25 hours of Internet lessons
• Required for Level I Certification in most career fields
• Prerequisite: None
• Course Manager: Alvin Lee
  e-mail: alvin.lee@dau.mil

ACQ 201 Parts A&B–Intermediate Systems Acquisition
• Concepts/comprehension/application
• Scenario-based
  – Integrated through Joint Services Unmanned Aerial Vehicle (UAV) Acquisition
• Target: civilians GS-9 and above; military officers O3 and above
• Part A is 35 hours of Internet lessons; Part B is 5 class days
• Required for Level II Certification in most career fields
• Prerequisite: ACQ 101

• Course Manager: Karen Byrd
  e-mail: karen.byrd@dau.mil

BCF 101–Fundamentals of Cost Analysis
• Concepts/knowledged-based/case studies
• Introduction to policies and techniques for preparing weapons systems life-cycle cost estimates
• Target: civilians GS-5/9, military officers O1-O3
• 10 class days
• Prerequisite: ACQ 101, competence in high school (second year) algebra, and recommended completion of a course in Introductory Statistics. Students will also need familiarity with Windows-based PCs and spreadsheet packages.
• Course Manager: Steve Malashevitz
  e-mail: steven.malashevitz@dau.mil

BCF 102–Fundamentals of Earned Value Management
• Concepts/comprehension/application
• Comprehend the baseline plan (Performance Measurement Baseline) development process, distinguish between Integrated Baseline Review process and EVM System Certification process, and perform basic data analysis and Estimates at Completion
• Target: civilians GS-9 and above, military officers O1 and above, and equivalent industry personnel using EVM
• 20 hours of Internet lessons
• Prerequisite: ACQ 101
• Course Manager: Randy Smith
  e-mail: randy.smith@dau.mil

BCF 103–Fundamentals of Business Financial Management
• Concepts/comprehension/application
• Introduction to formulating and executing a program office budget
• Target: civilians GS-5/9, military officers O1 and above
• 25 hours of Internet lessons
• Prerequisite: ACQ 101
• Course Manager: Richard Stillman
  e-mail: richard.stillman@dau.mil

BCF 203–Intermediate Earned Value Management
• Comprehension/application/analysis
• Case exercises apply EVM as a program management tool and incorporate EVM into the integrated management process
• Target: civilians GS-9 and above, military officers O3 and above, and equivalent industry personnel using EVM principles
• 10 class days

- Prerequisite: BCF 102
- Course Manager: Miriam Cohe
  e-mail: miriam.cohe@dau.mil

BCF 204–Intermediate Cost Analysis
- Application/analysis/interpretation
- Development and application of cost analysis techniques and estimate interpretation
- Target: Required for Level II Certification for the DoD acquisition cost analyst. Suggested for anyone in the financial management or EVM area
- 15 class days
- Prerequisite: BCF 101
- Course Manager: Roland Kankey
  e-mail: roland.kankey@dau.mil

BCF 205–Contractor Business Strategies *(formerly Contractor Finance for Acquisition Managers)*
- Concepts/comprehension
- Provides students a better understanding of the commercial environment, emphasizing the impact business decisions have on the customer and the company's financial position
- Target: civilians GS-9 and above, military officers O3 and above, and/or personnel dealing with contractor financial data
- 5 class days
- Prerequisite: ACQ 201B
- Course Manager: Molly Parker
  e-mail: molly.parker@dau.mil

BCF 211–Acquisition Business Management
- Application/analysis
- Hands-on experience dealing with common financial issues in acquisition
- Target: Intermediate-level personnel in positions supporting DoD weapons systems and various aspects of business and financial management throughout the life cycle of a system
- Pre-course work (online) 60 calendar days; in class 5 days
- Prerequisite: BCF 102 and BCF 103
- Course Manager: Julian Roberts
  e-mail: julian.roberts@dau.mil

BCF 301–Business, Cost Estimating, and Financial Management Workshop
- Application/integration/analysis
- BCEFM capstone course applies concepts, techniques, and on-the-job experience to functional interrelationships among the disciplines of cost estimating, EVM, and financial management in the context of acquisition program management throughout the life cycle of a system

- Target: Journeymen-level personnel in positions supporting DoD weapons systems and various aspects of business and financial management
- 9 class days
- Prerequisite: Level II Certification in BCEFM
- Course Manager: Roberta Tomasini
  e-mail: roberta.tomasini@dau.mil

Assignment Specific Courses

BCF 206–Cost Risk Analysis
- Concepts/application/analysis/interpretation
- Development and application of cost risk analyses for defense acquisition programs; model the cost risk using Monte Carlo simulation techniques.
- Target: AT&L members involved in the preparation, analysis, review, or approval of cost risk analyses for all levels of acquisitions and those wanting an understanding of how cost risk analyses are prepared and used. Suggested for anyone working in cost analysis, BCEFM, or related field.
- 5 class days
- Prerequisite: BCF 101; Recommended ACQ 201B and spreadsheet familiarity.
- Course Manager: Marshall Eubanks
  e-mail: marshall.eubanks@dau.mil

BCF 207–Economic Analysis
- Concepts/application/analysis/interpretation
- Development and evaluation of the costs and benefits of alternative courses of action involved in decisions concerning material systems. Conduct economic analyses within the DoD environment.
- Target: AT&L members involved in the development and evaluation of costs and benefits of alternative courses of action and those wanting an understanding of how economic analyses are prepared and used within DoD. Suggested for anyone working in BCEFM or related field.
- 5 class days
- Prerequisite: None; Recommended spreadsheet familiarity.
- Course Manager: Bob Cartwright
  e-mail: bob.cartwright@dau.mil

BCF 208–Software Cost Analysis
- Concepts/application/analysis/interpretation
- Development and evaluation of software cost estimates for DoD acquisition programs using a variety of estimating techniques culminating in a comprehensive case study.
- Target: AT&L members involved in the preparation, analysis, or review of software cost analyses for all levels of acquisi-

tions and those wanting an understanding of how software costs are prepared and used in DoD. Suggested for anyone working in software estimation, BCEFM, or related career field.
- 9 class days
- Prerequisite: None; Recommended ACQ 201, BCF 101, SAM 101
- Course Manager: Reg Parks
  e-mail: reg.parks@dau.mil

BCF 209–Acquisition Reporting Course for Major Defense Acquisition Programs (MDAP)
- Concepts/application
- Students learn step-by-step report preparation for the Acquisition Program Baseline (APB), a Defense Acquisition Executive Summary (DAES), and a Selected Acquisition Report (SAR) using the Consolidated Acquisition Reporting System (CARS) software.
- Target: Acquisition Category (ACAT) ID/IC personnel who prepare, review, edit, or generate input to Selected Acquisition Reports (SARs) or who are responsible for ensuring that SARs are consistent with Cost Analysis Improvement Group procedures, SAR preparation guidelines, approved budgets, and approved acquisition program baselines.
- Civilians under contract to support a DoD program office with an APB, SAR, or DAES reporting requirement are eligible with the recommendation of the Program Manager.
- Students may take this course as a refresher to obtain information updates on acquisition reporting policy and the CARS software.
- 4 class days
- Course Manager: Joni Forman
  e-mail: joni.forman@dau.mil

BCF 215–Operating and Support Cost Analysis
- Concepts/application/analysis/interpretation
- Preparation of O&S cost estimates for acquisition programs; conducting trade studies using O&S costs; documenting and presenting O&S cost analysis findings.
- Target: AT&L members involved in the preparation, analysis, review, or approval of O&S cost analyses for all levels of acquisitions and those wanting an understanding of how O&S cost analyses are prepared and used. Suggested for anyone working in BCEFM or related field.
- 5 class days
- Prerequisite: None; Recommended 2 years' experience, ACQ 101, BCF 101.
- Course Manager: Roland Kankey
  e-mail: roland.kankey@dau.mil

BCF 229–Acquisition Reporting Course for Major Acquisition Information Systems (MAIS)
- Concepts/application
- Students learn step-by-step report preparation for the APB and a Defense Acquisition Executive Summary (DAES) using the Consolidated Acquisition Reporting System (CARS) software.
- Target: Acquisition Category (ACAT) IAM/IAC personnel who prepare an Acquisition Program Baseline (APB) and a Defense Acquisition Executive Summary (DAES) for MAIS programs.
- Civilians under contract to support a DoD program office with an APB or DAES reporting requirement are eligible with the recommendation of the Program Manager.
- Students may take this course as a refresher to obtain information updates on acquisition reporting policy and the CARS software.
- 2 class days
- Course Manager: Joni Forman
  e-mail: joni.forman@dau.mil